

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Subject: Appeal for Undergraduate Admission Decision

Dear [Admissions Committee/Specific Name if known],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for undergraduate admission to [University Name] for the [Fall/Spring] [Year] semester.

I genuinely appreciate the time and effort the admissions team invests in reviewing applications, and I respect the difficult decisions made.

However, I would like to provide additional context regarding my application that I believe may merit a reevaluation of my candidacy.

[Paragraph 1: Briefly explain your reasons for appealing. Include any new information, achievements, or extenuating circumstances that may not have been part of your original application.]

[Paragraph 2: Highlight your strengths, relevant experiences, and how you align with the university's values or programs. Mention any specific contributions you could make to the campus community.]

[Paragraph 3: Express your enthusiasm for the university and desire to attend. Reinforce why you believe you would be a good fit.]

Thank you for considering my appeal. I am hopeful for the opportunity to further discuss my application, and I look forward to your favorable reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application ID or Student ID if applicable]